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THE WHITE HOUSE
WASHINGTON

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September 11, 1989

MEMORANDUM FOR ASSISTANT SECRETARIES FOR LEGISLATIVE AFFAIRS

FROM: FREDERICK D. MCCLURE *[Handwritten signature]*
ASSISTANT TO THE PRESIDENT FOR LEGISLATIVE AFFAIRS

SUBJECT: HOUSE AND SENATE FLOOR DEBATES

I am writing to remind you that it is extremely important for senior legislative affairs staffs of federal departments to be physically present at all times during House and Senate floor consideration of legislation affecting your agencies. This is particularly important as the the fiscal year ends and Congress attempts to wind down the first session.

Senior legislative affairs staff are welcome to use the Vice President's office during Senate floor consideration of legislation. In the House, staff can use space provided by the Minority Leader's office.

Executive Branch representatives must be available to answer Congressional inquiries on pending legislation, and provide clear, definitive departmental or administration positions. If answers are not readily known when unexpected items arise, your presence is important so that the relevant policy officials can be contacted immediately for a response to these inquiries.

R E M I N D E R

Meeting on September 15, 1989, at 3:00 p.m. in the Roosevelt Room of the White House. If you have any questions, please call my office and talk to Rob Portman or Peter Brightbill at 456-2230.